

State of Connecticut JOB POSTING

Department of Correction Legislative and Administrative Advisor 2 Central Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Central Office, Wethersfield CT

Hours: Monday – Friday

Salary: MP 63 - \$75,653.00 to \$97,032.00

Closing Date: July 31, 2012

Eligibility Requirement: Incumbents in this class must be a member of the Connecticut Bar.

Knowledge, Skills and Abilities: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of basic law, legal processes, legal principles and practices and administrative law; considerable knowledge of legal research techniques; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret, analyze and prepare legislation and other legal documents.

General Experience: Two (2) years of experience as an attorney with some responsibility for research, development, planning and review of legislative and regulatory programs.

Substitution Allowed: None

Preferred Experience:

Performs a full range of duties and responsibilities to include a thorough knowledge of relevant state and federal laws, statutes and regulations; requires the ability to research; assist agency in preparation of administrative records to include affirmative action plans and programs; the ability to apply management principles and techniques; assists and drafts legislation and administrative policy on a variety of labor law issues related to Affirmative Action, Equal Employment Opportunity and Commission on Human Rights and Opportunity matters; provides assistance to agency staff in implementing newly enacted legislation and regulations; considerable knowledge of employment practices related to civil rights, human resource management and relevant employee relations matters. Assists staff and Office of the Attorney General in preparation for court cases; drafts requests to Attorney General for legal opinions; assists agency staff on matters relating to enforcement orders and civil penalties and the ability to review and analyze complex agency investigations; assists in developing budget proposals for consistency with statutes and regulations; ability to compile, analyze and evaluate statistical data; considerable interpersonal oral and written communication skills; with an emphasis on superior supervisory and leadership ability; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations and an Application for Employment (CT-HR 12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR_Application.pdf to:

Lori Kolakowski
24 Wolcott Hill Road
Wethersfield, CT 06109
(860) 692-6856
Lori.Kolakowski@po.state.ct.us

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

